

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2006/04/21 : CIA-RDP85-00759R000100160003-6

STATINTL

STATINTL

GENERAL

4 August 1976

SURVEY BY MEMBERS OF  
THE HOUSE APPROPRIATIONS COMMITTEE STAFF

1. GENERAL

Members of the staff of the House Appropriations Committee began an extensive examination of the Directorate of Operations beginning the week of 2 August 1976. They expect that it will take approximately 17 months to complete this study. They state their activities are necessary to better understand the appropriations process. They emphasize that their objective is not to dig out evidence of wrongdoing or improper activities. The staff members' activities will be coordinated through SA/DO/O. The following paragraphs attempt to anticipate the procedures necessary to exercise orderly control over the staff's activities. These procedures may be subject to modification as future experience may dictate.

2. LOCATION

Members of this Congressional staff have been issued blue badges bearing the words "House Committee" which permit unescorted access to all non-specially controlled areas of the building, including the main cafeteria. The staff will be provided suitable private office space in Room 2 D 0117, adjacent to the office of the SA/DO/O, which will be relocated in Room 2 D 0109 as of 6 August 1976. It is expected that they will initially have a greater interest in interviews than they do in documents. Since they will have adequate office space, interviews should be conducted within their premises.

3. CONTROL OF DOCUMENTS

- a. The staff is expected to make any requests for documentation to the SA/DO/O. Individual officers

Approved For Release 2006/04/21 : CIA-RDP85-00759R000100160003-6

ADMINISTRATIVE-INTERNAL USE ONLY

STATINTL

STATINTL

GENERAL  
4 August 1976

who receive requests from staff members for documents should ask that the request be put to the SA/DO/O. All documents provided to the SA/DO/O for transmittal to the staff will be logged in by the SA/DO/O and logged back to the component after the staff has completed its study. The SA/DO/O will not, as a matter of routine procedure, retain a copy of the document concerned.

- b. All documents will be properly sanitized to protect sources and methods. The staff has indicated that it does not anticipate any need for such detail and accepts the principle of sanitization. Any questions concerning the degree of sanitization should be referred to the SA/DO/O. Ground rules for sanitization are similar to those applied during the activities of the Select Committees. General guidelines will be provided separately.
- c. On receipt of a document back from the SA/DO/O the recipient should indicate the date received, and that it had been made available to the staff. The document should be retained by the recipient in the form in which it was provided to the staff for possible further reference; the record copy of the document should also reflect the fact that a sanitized copy was provided to the staff. Any further copies of documents requested by the staff will be made only by the office of the SA/DO/O.

#### 4. INTERVIEWS

- a. A representative from the office of the SA/DO/O will not necessarily be present during interviews. All interviews should be requested by the staff through the SA/DO/O. The SA/DO/O will maintain a record of the date of interview; the name of the person interviewed, and by whom; the alias if one is used; and the subjects discussed. A form will be provided to the interviewee to record

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2006/04/21 : CIA-RDP85-00759R000400160003-6

STATINTL

STATINTL

GENERAL

4 August 1976

the essential facts. He should retain one copy for possible future reference and one copy should be forwarded to the SA/DO/O.

- b. It is recognized that the badge access and the length of the stay in the building by the staff members may lead to unscheduled contacts. If such contacts are connected with the official duties of the staff, then appropriate comments should be forwarded to SA/DO/O on the form cited above. Officers should be careful not to allow conversations to drift to areas of interest not covered by official interviews. If this does take place, however, we shall rely on the officer concerned to inform the SA/DO/O of these developments.

5. SECURITY

The blue badge should be sufficient to indicate that staff members should be treated as visitors in the presence of persons not connected with their official duties. Persons introduced under alias should be careful that the alias is protected if a chance meeting takes place in the presence of other colleagues. In this connection, persons interviewed should be careful not to expose associates who have not been interviewed.

William W. Wells  
Deputy Director for Operations

Approved For Release 2006/04/21 : CIA-RDP85-00759R000100160003-6

ADMINISTRATIVE-INTERNAL USE ONLY